

**Comptroller's Directive No. 2-06**  
**Attachment 1**  
**Checklist to Determine Information Required by Comptroller's Directive**

<b>Purpose</b>	<p>This attachment will help agencies determine what information must be submitted to DOA as required by this Directive. Some information / attachments are required by all agencies and other information / attachments are only required to be submitted by certain agencies.</p>
<b>Applicable agencies</b>	<p>All agencies <b>must</b> complete this attachment.</p>
<b>Due date</b>	<p><b>July 20, 2006</b></p>
<b>Submission requirements</b>	<p>Contact DOA if the agency has any problems with the files.</p> <p><b><u>After downloading the files, rename the spreadsheet file using the agency number followed by Att1.</u></b> For example, agency 151 should rename its Attachment 1.xls file as 151Att1.xls.</p> <p>Submit the excel spreadsheets electronically to <a href="mailto:finrept@doa.virginia.gov">finrept@doa.virginia.gov</a>.</p> <p>Copy APA via e-mail to <a href="mailto:APAFinRept@apa.virginia.gov">APAFinRept@apa.virginia.gov</a>.</p> <p>Do <b><u>not</u></b> submit paper copies of the excel attachment.</p>
<b>Spreadsheet instructions</b>	<p>Complete the spreadsheet to determine what information must be submitted. After completing the spreadsheet, review the summary table spreadsheet. Submit <b>both</b> spreadsheets to DOA.</p>
<b>Additional information requests</b>	<p>DOA may contact agencies to provide additional information necessary to prepare the Commonwealth's Comprehensive Annual Financial Report.</p>

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